

# PSYCHIATRIC TECHNICIAN (SAFETY)



## OPEN

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.**

**EXAMINATION BASE** DEPARTMENTAL OPEN FOR:  
DEPARTMENT OF CORRECTIONS

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit Examination Application (Std. Form 678) and Conditions of Employment – 631 form for this examination and a Recruitment Publicity Questionnaire (optional).

**By mail with:** or **In person with:**

Department of Corrections  
Personnel Examining Section  
P.O. Box 942883  
Sacramento, CA 94283-0001

Department of Corrections  
Personnel Examining Section  
1515 S Street, Room 522-N  
Sacramento, CA 95814

The required Conditions of Employment – 631 form for this examination and the Recruitment Publicity Questionnaire (optional) are available at the following locations:

- Department of Corrections' (CDC) personnel offices at each correctional institution
- Personnel Examining Section at 1515 S Street, Room 522-N, Sacramento, CA 95814
- Selections and Standards Branch Testing Centers (2201 Broadway, Sacramento, CA 95818; 2510 S. East Avenue, Suite 350, Fresno, CA 93706; 9055 Haven Avenue, Suite 104, Rancho Cucamonga, CA 91730)

These documents may also be obtained electronically using the electronic mail address (health.recruit@corr.ca.gov) or by calling the toll free job line at **1-888-232-4584**, and through CDC's Intranet (<http://intranet/>) and the Internet at (<http://www.corr.ca.gov>). Most public libraries have computers available for accessing the internet.

**NOTE:** By completing and submitting the Conditions of Employment – 631 form applications will eliminate numerous employment contacts for areas they are not interested in working.

**APPLICATION DEADLINE/ REQUIREMENTS** Applications will be accepted on a continuous basis.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Personnel Examining Section.

**NOTE:** Only applications with an original signature will be accepted.

All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.

**TEST DATE** The Personnel Examining Section will notify and test applicants as needs warrant.

**SALARY** **As of July 1, 2001:**  
**Range A:** \$2617 - \$3148  
**Range B:** \$2723 - \$3286  
**Range C:** \$2832 - \$3440

**Range A:** This range shall apply to incumbents who do not meet the criteria for payment at Range B or Range C.

**Range B:** This range shall apply to incumbents who have:

**Either**

Successful completion of 15 semester units of collegiate level job-related courses in a college or university of recognized standing. (Such courses shall correspond with those on a list of approved courses designated by the Department of Health and filed with the State Personnel Board. Credits received for courses required for licensing as a Psychiatric Technician shall not be accepted toward meeting this requirement.)

**Or**

Successful completion of an equivalent program of advanced employee training (beyond that required for licensing as a Psychiatric Technician) in the general field of psychiatric nursing and therapy, offered by the State Department of Health. (The advanced training plan shall be on file with the State Personnel Board.)

**And**

Favorable recommendation by a departmental evaluation panel whose plan of evaluation shall have been filed with the State Personnel Board, and whose evaluation shall have considered the employee's personal and job qualifications for therapeutic work with patients.

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| SALARY (CONT'D)                      | <p>Range C: This range shall apply to incumbents who, in addition to meeting range B criteria, have:</p> <p>Successful completion of 15 additional semester units of job-related courses at an accredited college or university. (Such courses shall correspond with those on a list of approved courses designated by each State Hospital or Developmental Center. Credits received for courses required for licensing as a Psychiatric Technician, or for qualifying for Range B, shall not be accepted toward meeting this requirement.)</p> <p style="text-align: center;"><u>And</u></p> <p>Favorable recommendation by the evaluation panel at each facility.</p> <p>All correctional institutions <b>may</b> authorize a “<b>Hiring Above the Minimum</b>” (HAM) salary differential. Extraordinary qualification, experience, and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a “<b>Hiring Above the Minimum</b>” salary differential is applicable.</p> <p><b>RECRUITMENT AND RETENTION (R&amp;R) BONUS (effective March 26, 2003)</b></p> <p>\$300 monthly Recruitment and Retention Differential Pay with the exceptions of : (\$700 Pelican Bay State Prison) and (\$100 Avenal State Prison, Chuckawalla Valley State Prison, Ironwood State Prison, Calipatria State Prison and Centinela State Prison.)</p> <p>\$2400 annually Recruitment and Retention Differential pay (Avenal State Prison, Chuckawalla Valley State Prison, Ironwood State Prison, Calipatria State Prison and Centinela State Prison.)</p>  |
| BENEFITS                             | <ul style="list-style-type: none"><li>• Health (CalPERS), Dental, and Vision Plans</li><li>• Long term Insurance (CalPERS)</li><li>• Rural Health Care Equity Program (for areas without HMO's)</li><li>• Fourteen (14) paid holidays</li><li>• Employee Assistance Program</li><li>• Vacation/Sick Leave</li><li>• Dependent Care Benefit</li><li>• License of Certificate Renewal Fee Reimbursement (Actual Cost)</li><li>• Home Loan Programs (CalPERS)</li><li>• Legal Services</li><li>• Pre-Tax Parking</li><li>• Bilingual Differential Pay (\$100 per month)</li><li>• Work and Family Advisory Committee</li><li>• Education and Training Reimbursement (Required Training 100%/Other training 50%)</li><li>• Educational Reimbursement Program (\$840 successfully completes probationary period and appointed within 12 months of receipt of initial PT license)</li><li>• Public Employees Retirement System</li><li>• Savings Plus Program</li><li>• 75% Reimbursement of Van Pool and Public Transit Passes (\$65 maximum per month)</li></ul>   |
| MINIMUM QUALIFICATIONS               | <p>Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners (BVNPTE). (Applicants who are within four months of completing the Psychiatric Technician curriculum accredited by the BVNPTE will be admitted to the examination, but they must secure this license before they will be eligible for appointment.)</p> <p><b>Special Personal Characteristics:</b> An interest in and willingness to work at correctional facilities in the Department of Corrections; understanding of the behavior of patients' or inmates' emotional stability; patience; tolerance; tact; alertness; neat personal appearance; and hearing and vision required for successful job performance.</p> <p><b>Special Physical Characteristics:</b> Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well being of the incumbent, fellow employees, patients, inmates or the public.</p> <p><b>Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.</b></p> <p>Applicants for positions in this class are required to pass a drug-screenings test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is appropriate.</p> |
| EXAMINATION PLAN                     | <p>This examination will consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement, specifically experience that relates to the Psychiatric Technician classification. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>  |
| ELIGIBLE LIST INFORMATION            | <p>Names of successful candidate are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.</p>   |
| POSITION DESCRIPTION AND LOCATION(S) | <p>A Psychiatric Technician (Safety) works under general supervision and, in addition to custody responsibilities, provides a basic level of general behavioral and psychiatric nursing care and is expected through attitude, knowledge, and performance to facilitate the rehabilitation of patients or inmates. Incumbents may assist in the training of Psychiatric Technician Trainees and other ancillary staff and do other related work.</p> <p>Positions exist at various institutions statewide within the Department of Corrections.</p>  |

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| VETERANS POINTS/<br>CAREER CREDITS | Veterans' preference points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' preference points. Career credits will not be granted in this examination. |
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GENERAL INFORMATION

**Applications are available at** CDC offices, State Personnel Board offices and local offices of the Employment Development Department. Conditions of Employment – 631 forms and Recruitment Publicity Questionnaires are available to CDC's personnel offices, CDC's Intranet (<http://intranet/>), and the Internet at (<http://www.corr.ca.gov>) and electronic mail at ([health.recruit@corr.ca.gov](mailto:health.recruit@corr.ca.gov)).

**Veteran's Preference:** California law allows the granting of Veterans Preference Points in **Open Entrance** and **Open Nonpromotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093), which is available from State Personnel Board Offices, written test proctors, and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

**The Department of Corrections** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS